

March 13, 2001

## **PROCEDURES FOR COMPLETION OF FINGERPRINT CARDS AND RELEASE FORMS**

To better serve your agency the follow information will prevent delays in the processing and/or the rejection of fingerprints by addressing problems commonly encountered.

2 Fingerprint Cards with legible fingerprints and a Release Form must be submitted.

Paper fingerprint submissions must meet specific criteria to be converted into electronic format and processing by the Integrated Automated Fingerprint Identification System (IAFIS). The following may cause a rejection or delay in processing:

- Illegible Fingerprints
- Low quality print by dot matrix printers
- Poor penmanship
- Use of highlighters in entry blocks
- Entry not within boundaries of entry blocks
- Submission on nonstandard fingerprint cards
- Use of pencil or ink other than black
- Folded fingerprint cards
- Must specify in the reason fingerprint block – Volunteer for Children Act (VCA)
- Signature of Applicant and person taking fingerprints must be present

### **Release Form:**

- Poor penmanship
- Missing Data
- Make sure the address of the submitting agency is present on the Release form

### **ABI processing of background request:**

- ABI will attempt to process all requests twice (the third request, if unable to be processed by fingerprints will be searched by **DATA ONLY**).

**FBI processing of background request:**

- The FBI will process all request by **DATA** even if the fingerprint card is return because of illegible fingerprints
- **If the FBI returns a request, please keep the old card and the return sheet attached. The FBI will not charge for the next request if the first submission is sent with the new request.**

**Please make sure the following information appears on each fingerprint card**

1. Name - Enter the name obtained from the subject in this field. The format is last name followed by a comma (,) first and middle name, if any. Suffix denoting seniority (Jr., Sr., II etc.) should follow the middle or first name.
2. Also Known As (AKA) - List other names used by the subject that is different than the name entered in the **NAME** block. Maiden names and all previous married names of females should be entered in the **AKA** field, if known.
3. Originating Agency Identifier (ORI) – if the ORI block is not preprinted, enter ABI ORI, ALAST 000, BU OF INVEST, MONTGOMERY, AL.

**IMPORTANT: YOU SHOULD NEVER BORROW PREPRINTED FINGERPRINT CARDS FROM OTHER AGENCIES OR LOAN YOUR PREPRINTED FINGERPRINT CARDS TO OTHER AGENCIES.**

4. Date of Birth (DOB) - Enter DOB in month, day and year format.
5. Citizenship – Enter “US” if citizen of United States, other, enter correct Country abbreviation.
6. Sex Block – “F” (female) – “M” (male)
7. Race Block – A= Asian, B= Black, I= American Indian, Other = O, and W= White

**NOTE: ADDITIONAL EXPLANATIONS OF RACE CODES ARE LISTED BELOW:**

**A – Include Pacific Islander, Chinese, Japanese, Polynesian, Korean, and Vietnamese**

**B – Includes Negro, “N,” and Colored**

**I – Includes Alaskan native, Eskimo, and American Indian**

**O – Includes numeric abbreviated phrases (i.e., 1,2, 3 etc.), “C,” “Unk,” and all other Phrases not listed**

**W – Includes Caucasian, Mexican, Latin, Puerto Rican, Cuban, Central/South American, And other Spanish Culture or origin, regardless of race**

8. Height Block – Must be expressed in feet and inches.
9. Weight Block – Must be expressed in pounds.
10. Eye Color Block – Indicate eye color by one the following three-character codes:

**BLACK.....BLK  
BLUE .....BLU  
BROWN.....BRO  
GRAY.....GRY  
GREEN.....GRN  
HAZEL.....HAZ  
MAROON.....MAR  
PINK.....PNK**

11. Hair Color Block – indicate hair color by one of the following three-character codes:

**BALD.....BAL  
BLACK.....BLK  
BLOND.....BLN  
BROWN.....BRO  
GRAY.....GRY  
RED.....RED  
SANDY.....SDY  
WHITE.....WHI**

12. Place of Birth Block – List the state. **Do not list the county.**
13. Social Security Number Block – List subject’s Social Security number.